

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INMATE LIBRARY SERVICES	Policy Number DP-3 Effective Date 04-21-23
Related Information DH-3, <i>Searches and Contraband Control</i> DI-3, <i>Restrictive Housing Operation</i> DI-6, <i>Limited English Proficiency (LEP) Inmates</i> DK-1, <i>Inmate Mail</i> DP-1, <i>Inmate Programs</i> DP-6, <i>Inmate Legal Services</i>	Supersedes DP-3 (04-30-16)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for providing inmates access to a variety of books and other reading materials to support educational programs, promote reading skills, enhance leisure activities, and maintain awareness of circumstances in the community.

POLICY

It is the policy of the Office to ensure inmates are provided access to comprehensive inmate library services, to include but not limited to, a reference collection containing fiction and non-fiction reading materials. Inmate library services include the planned and continuous acquisition of reading materials consistent with institutional safety and operational standards of an Office jail facility.

DEFINITIONS

Inmate Tablet: A handheld computerized electronic device which uses a touch screen interface. The inmate tablet is provided and maintained by a contracted vendor. Inmate tablets are battery operated and must be returned to the charging station on a regular basis in order to be charged.

Religious Literature: Written or electronic work that can express religious feeling or conviction. This includes books, magazines, devotionals, newspapers, and the scriptures of a religion.

Restrictive Housing: Any type of detention that involves; removal from the general inmate population, whether voluntary or involuntary; placement in a locked room or cell, whether alone or with another inmate; and the inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

Sheriff's Inmate Electronic Data (SHIELD): An Office jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes, but is not limited to, inmate's charges; holds; court dispositions; bond and fine amounts; inmate listed booked in personal property; locker assignments; housing locations; restrictions; emergency medical information; scheduled inmate appointments; and the day-to-day operations of jail facility housing unit Shift Logs.

PROCEDURES

1. **Inmate Library Services:** The Ancillary Services Division shall be responsible for maintaining the Inmate Library Section to provide library services to inmates housed in Office jail facilities. The Inmate Library Section shall be managed by a Library Manager, who is a professional librarian assigned to coordinate and supervise all inmate library services. The responsibilities of the Inmate Library Section include:
 - A. Maintaining the Inmate Library;
 - B. Providing fiction and non-fiction reading materials for inmates;
 - C. Procuring library materials;
 - D. Processing reading material donations;
 - E. Responding to inmate grievances regarding library services;
 - F. Providing eligible inmates with braille materials; and
 - G. Completing security procedures and screening of reading materials specific to library services.
2. **Reading Materials:** Reading materials include books and magazines selected and provided to inmates from the Inmate Library by the Inmate Library Section. The Inmate Library contains a comprehensive selection of fiction and non-fiction reading materials, to include, but not limited to, a reference collection containing reading materials in English, Spanish, and other foreign languages, health topics, large print, career topics, poetry, teen/easy read, classics, and educational reading materials. Reading materials are provided to inmates, as specified in this Office Policy.
3. **Inmate Library Privileges:** Inmate library services are a privilege provided to all inmates consistent with their individual behavior. Inmates are authorized to have three books and five magazines in their possession which combined shall include issued library books and privately purchased materials. This does not include authorized religious scriptures and books received from the Chaplain's Office or educational program materials received from the Programs Coordinator or Correctional Health Services.
 - A. Inmate library privileges may be restricted for security procedures and emergencies situations.
 - B. Inmates placed in restrictive housing shall have access to reading materials, as specified in Office Policy DI-3, *Restrictive Housing Operation*.
 - C. Inmates shall not be denied access to any programs or services based solely on their limited ability to speak, read, write, or understand the English language. Detention personnel shall provide assistance to Limited English Proficiency inmates, as specified in Office Policy DI-6, *Limited English Proficiency (LEP) Inmates*.
4. **Requests for Reading Materials:** Requests for specific titled books are normally not accepted; however, inmates may request reading materials from the Inmate Library by submitting an *Inmate Request Form* in hard copy or electronically through the inmate tablet. Requests shall be forwarded to the Inmate Library Section.
 - A. Inmates may receive books and periodicals purchased directly through a publisher, the publisher's authorized distributor, or an on-line only retailer, as specified in Office Policy, DK-1, *Inmate Mail*.

- B. Requests for legal materials may be requested through the Inmate Legal Services Section (ILS) of the Ancillary Services Division, as specified in Office Policy DP-6, *Inmate Legal Services*.
 - C. Requests for religious literature may be requested through the Chaplain's Office, as specified in Office Policy DP-1, *Inmate Programs*.
 - D. Requests for inmate programs may be requested through the respective program coordinator for eligible inmates, as specified in Office Policy DP-1, *Inmate Programs*.
5. **Restricted Subject Matter of Reading Materials:** Books and publications that could interfere with legitimate penological objectives, to include deterrence of crime, an environment free of sexual harassment, and/or the order, safety, and secure operations of a jail facility are not permitted.
- A. The Inmate Library Section shall inspect all reading materials for restricted subject matter, prior to acceptance to the Inmate Library.
 - B. Detention officers who encounter reading material which may contain restricted subject matter, may contact the Inmate Library Section for review of the specific publication.
6. **Delivery:** The Inmate Library Section delivers reading materials to Office jail facilities on a monthly rotating schedule. Office Jail facility commanders or their designees shall ensure materials received from the Inmate Library are delivered to inmates within 72 hours. Reading materials found to be undeliverable shall be returned to the Inmate Library Section.
7. **Search Procedures:** All reading materials provided to inmates by Office personnel shall be searched for contraband. Any contraband discovered shall be processed, as specified in Office Policy DH-3, *Searches and Contraband Control*.
- A. Designated personnel from the Inmate Library Section shall search all reading materials for contraband prior to delivery to Office jail facilities and all reading materials donated to the Inmate Library prior to acceptance to the Inmate Library.
 - B. Detention officers shall search carts used for library materials prior to placement into the pod. Detention officers shall search all reading material prior to delivery in restricted housing.
8. **Materials to be Discarded:** With the exception of biohazard contaminated materials, new and used Inmate Library materials shall only be discarded by Inmate Library Section personnel. All discarded and non-serviceable reading materials, other than contaminated materials, shall be forwarded to the Inmate Library Section.
9. **Materials to be Donated:** Inmates may donate privately purchased books or periodicals already in their possession to the Inmate Library. To donate reading materials, inmates shall complete a hard copy *Inmate Request Form* stating the specific title they are donating. The *Inmate Request Form* shall have a fingerprint impression along with the inmate's signature. Detention personnel shall enter the donation information into the Sheriff's Inmate Electronic Data (SHIELD) and forward the donation with the *Inmate Request Form* to the Inmate Library Section.